

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Caroling on the Circle:** Monday, December 3, 6:30 PM, The Circle
- ✓ **Sussex County Association of Towns:** Wednesday, December 5, 6:00 PM, hosted by Rehoboth Beach
- ✓ **Georgetown Christmas Parade:** Thursday, December 6, 7:00 PM, Downtown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, December 7, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, December 12, 6:45 PM, Public Hearing followed by Regular Meeting, First State Community Action Agency (308 North Railroad Avenue)

UPDATES FROM DEPARTMENTS ...

Finance

- As of November 30, the Town has collected:
 - \$917,814 (93%) of the October Utility Billing (\$986,899)
 - \$1,560,029 (99%) of the annual property tax billing (\$1,581,677)
- Attended the Annex & Town Hall Construction Progress Meeting on November 27 (Laura Givens, Jeff Ward)
- EvoGov CMS Training – Town's website (Jamie Craddock, Kristen Dabrowski, Gene Dvornick, Laura Givens, Jocelyn Godwin)
- September 2018 Budget vs. Actual Report attached (see attached)
- October 2018 Budget vs. Actual Report attached (see attached)

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – October 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

Wastewater

- Lagoon depths: Large Lagoon is 12.50 feet and Small Lagoon is 6.50 feet
- Replaced mechanical seals on both pumps at Big Park Station
- Responded to sewer issue on West Pine Street, lateral was backed up, used jetter to free up blockage

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Planning

- Business License renewals (General Business, Rental, Out of Town, Food Vendor, and Storage) mailed November 28
- Comp Plan Map Amendment application submitted to PLUS for Whispering Breeze project (Rt. 113 North of 1st State Chevrolet) on November 28
- Shops of College Park Retail Addition – Resubmittal of site plan received
- Village of College Park – Resubmittal of conceptual plan on received – Public Hearing with Planning Commission scheduled for December 19

Public Works

- Completed Christmas Tree set up
- Repaired water leak at North Race Street and Depot Street
- Placed stage for Caroling on the Circle

TOWN MANAGER'S UPDATE ...

- Finalized ordinance for proposed modification to the Zoning Code (Signage; Height, Area and Bulk; Nonconforming Uses)
- Prepared talking points on “Why Georgetown?” for Salisbury Area Chamber’s Regional Economic Forum
- Participated in WIAC Finance Subcommittee conference call
- Addressed site questions (parking) for local developer
- Answered questions on permitted uses for local property owner trying to attract new businesses
- Presented proposed Zoning Code modifications at Planning Commission Meeting
- Met with representatives of the Village of Cinderberry to discuss snow removal (Billy Bradley, Gene Dvornick, Bobby Fletcher)
- Participated in website training
- Started initial planning with CGI Communications for updates to webpage videos
- Interviewed by WMDT ABC 47 on economic development potential with Revelation Craft Brewing Company taking over 16 Mile Brewery
- Followed up on several Code Enforcement concerns

TOWN MANAGER'S
WEEKLY REPORT



*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

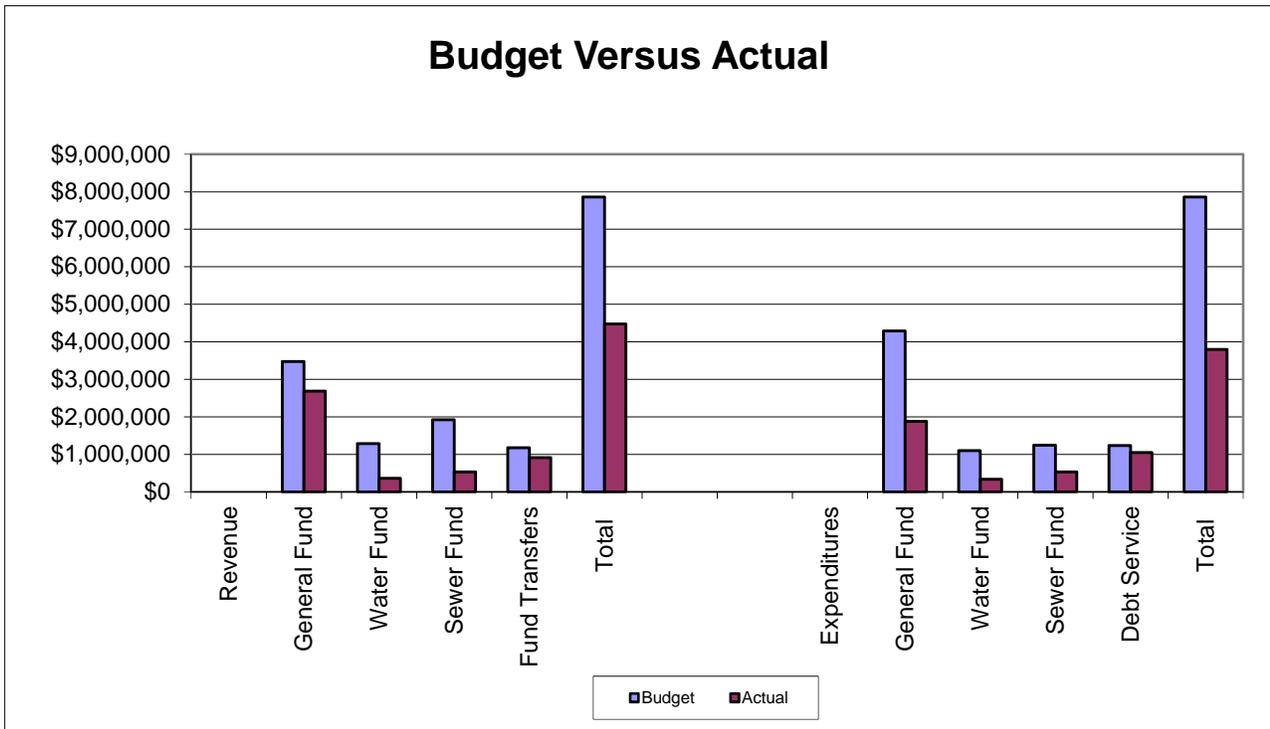
**Town of Georgetown
Budget Versus Actual (Operating)
As of September 30, 2018**

**0.42%
Percent
of Budget**

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,473,247	\$2,681,089	\$792,158	77%
Water Fund	\$1,288,500	\$359,512	\$928,988	28%
Sewer Fund	\$1,923,500	\$528,796	\$1,394,705	27%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$4,477,003</u>	<u>\$3,385,965</u>	<u>57%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$4,290,418	\$1,881,058	\$2,409,360	44%
Water Fund	\$1,094,622	\$334,329	\$760,293	31%
Sewer Fund	\$1,242,689	\$533,317	\$709,372	43%
Debt Service	\$1,235,239	\$1,048,337	\$186,902	85%
Total	<u>\$7,862,968</u>	<u>\$3,797,042</u>	<u>\$4,065,926</u>	<u>48%</u>

* Line item detail available upon request.

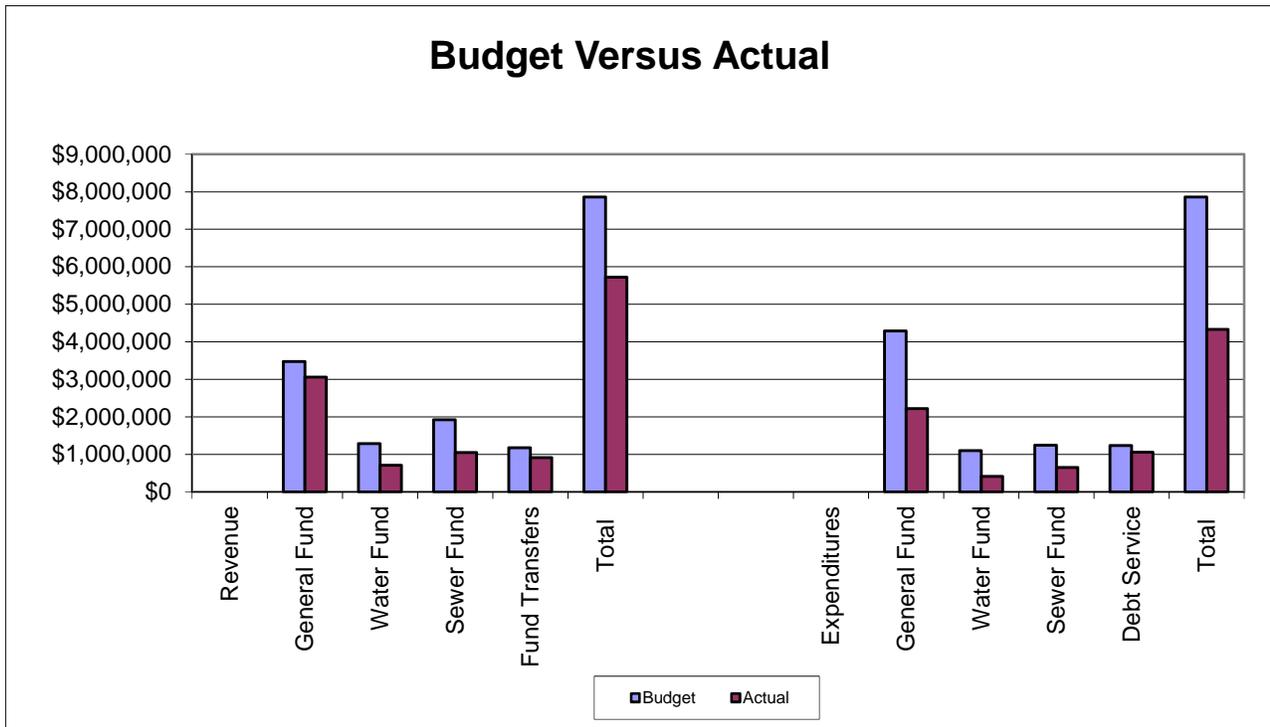


**Town of Georgetown
Budget Versus Actual (Operating)
As of October 31, 2018**

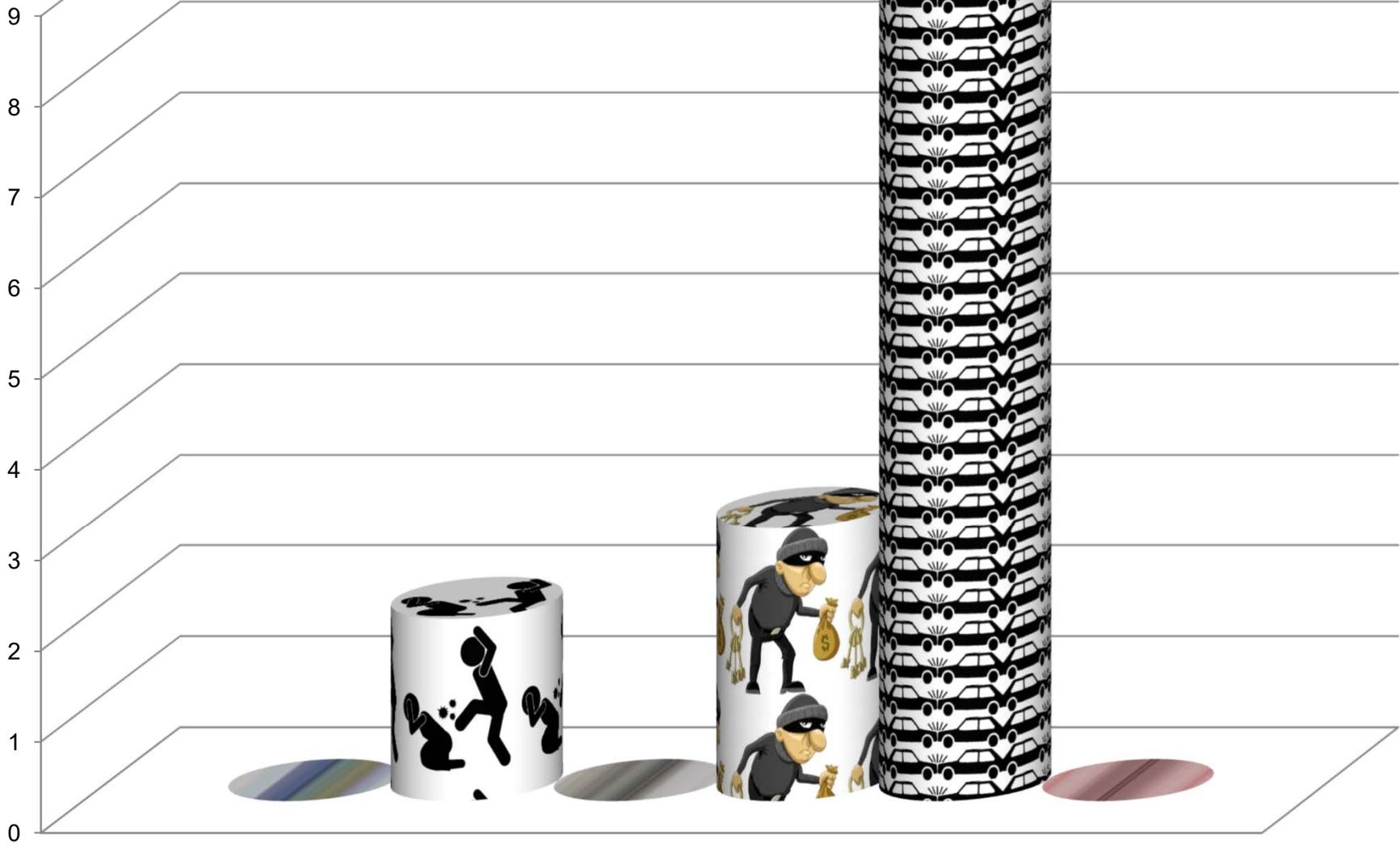
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.50% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,473,247	\$3,057,651	\$415,596	88%
Water Fund	\$1,288,500	\$709,239	\$579,261	55%
Sewer Fund	\$1,923,500	\$1,049,592	\$873,908	55%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$5,724,088</u>	<u>\$2,138,880</u>	<u>73%</u>

<u>Expenditures</u>				
General Fund	\$4,290,418	\$2,220,491	\$2,069,927	52%
Water Fund	\$1,094,622	\$407,294	\$687,328	37%
Sewer Fund	\$1,242,689	\$651,006	\$591,683	52%
Debt Service	\$1,235,239	\$1,055,669	\$179,570	85%
Total	<u>\$7,862,968</u>	<u>\$4,334,460</u>	<u>\$3,528,508</u>	<u>55%</u>

* Line item detail available upon request.



November 28, 2018

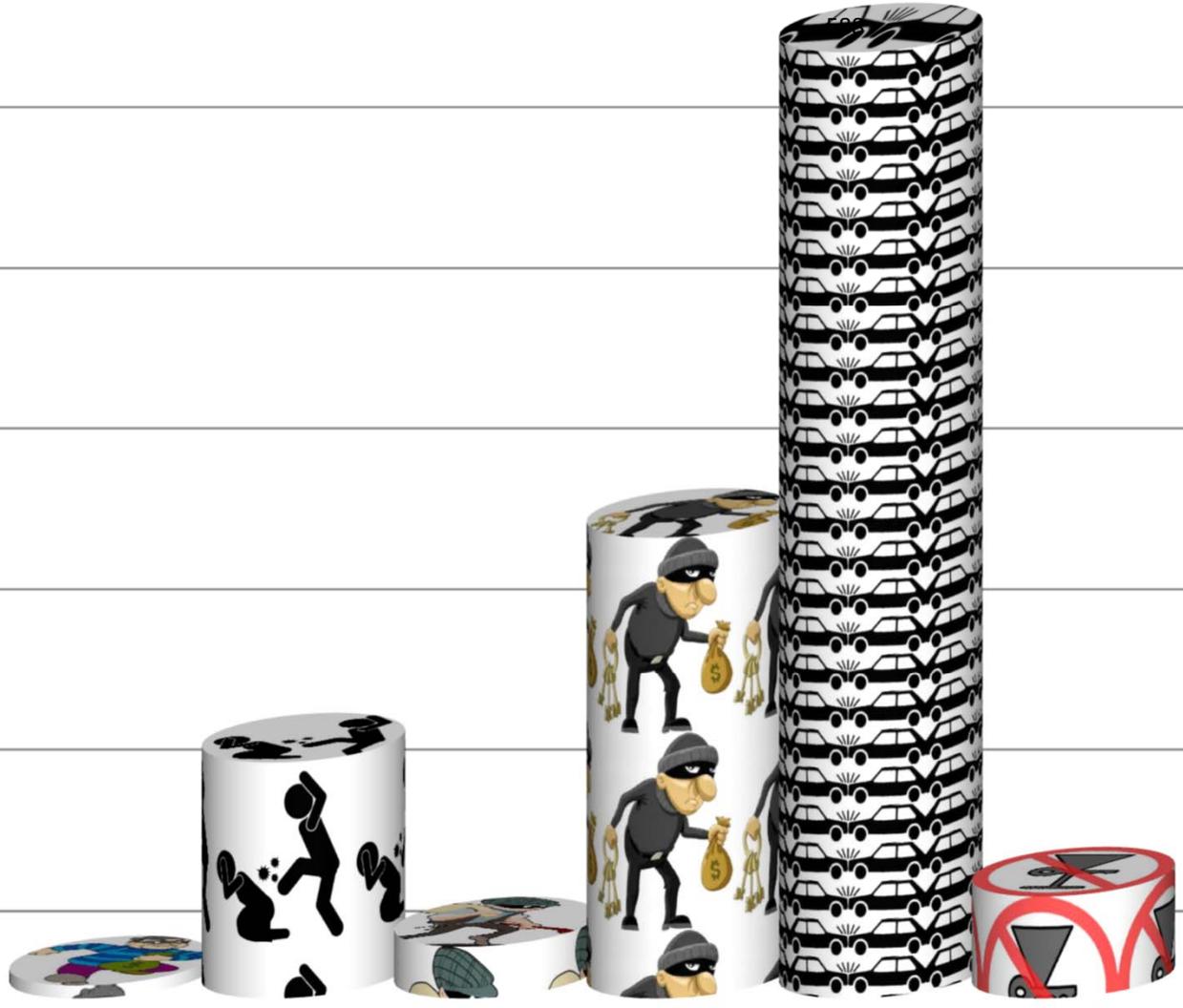


Weekly

▣ Robbery ▣ Assault ▣ Buglary ▣ Thefts ▣ Collision ▣ DUI

November 28, 2018

600
500
400
300
200
100
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	10/01/2018	10/31/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		48	48
Closed Cases		37	37
Open Cases at start of period	2	60	62
Open Cases at end of period	2	71	73

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
225-4 Advertising of Yard Sales		1	1
Accumulation (Scrap Tires)		2	2
Addressing of buildings		1	1
Animals not allowed to be kept		1	1
Condition of premises.		2	2
Correction of defective electrical system.		1	1
Deposit and accumulation of grass clippings		1	1
Depositing garbage prohibited		14	14
Detrimental Objects		9	9
Exterior Structures		1	1
Exterior Walls		1	1
Fire safety		1	1
Habitual Offender - Nonrental dwelling units		2	2
Height of Grass		6	6
Interior structural members		1	1
Interior Structures		1	1
Maintenance of trees and other vegetation.		1	1
Notice deemed effective for remainder of year.		6	6
Parking - Certain other parking prohibited		1	1
Parking and occupancy of trailers		1	1
Permit for construction required		2	2
Rental/Business License		4	4
Roofs		1	1
Scrap Tire Management - General		2	2
Sign regulations for all districts.		1	1
Signs General Regulations		3	3
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Animals)		1	1
Violations and penalties (Licensing)		1	1
Violations and penalties (Outdoor Burning)		1	1
Window Treatments		2	2
Windows and doors to be weathertight.		5	5
Totals		79	79



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	10/01/2018	10/31/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		5	5
Closed Cases		10	10
Open Cases at start of period	1	17	18
Open Cases at end of period	1	12	13

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Detrimental Objects		1	1
Habitual Offender - Nonrental dwelling units		1	1
Height of Grass		1	1
Notice deemed effective for remainder of year.		1	1
Permit for construction required		1	1
Sign regulations for all districts.		1	1
Signs General Regulations		2	2
Totals		8	8



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	10/01/2018	10/31/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		16	16
Closed Cases		18	18
Open Cases at start of period	1	31	32
Open Cases at end of period	1	29	30

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Accumulation (Scrap Tires)		1	1
Animals not allowed to be kept		1	1
Condition of premises.		1	1
Correction of defective electrical system.		1	1
Deposit and accumulation of grass clippings		1	1
Detrimental Objects		2	2
Height of Grass		2	2
Interior structural members		1	1
Maintenance of trees and other vegetation.		1	1
Notice deemed effective for remainder of year.		2	2
Parking - Certain other parking prohibited		1	1
Parking and occupancy of trailers		1	1
Rental/Business License		1	1
Scrap Tire Management - General		1	1
Signs General Regulations		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Violations and penalties (Animals)		1	1
Violations and penalties (Licensing)		1	1
Window Treatments		2	2
Windows and doors to be weathertight.		1	1
Totals		24	24



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	10/01/2018	10/31/2018

Case Activity:

	Picarello, Michael	Total
New Cases	27	27
Closed Cases	8	8
Open Cases at start of period	11	11
Open Cases at end of period	30	30

Violation Activity

New Violations Cited	Picarello, Michael	Total
225-4 Advertising of Yard Sales	1	1
Accumulation (Scrap Tires)	1	1
Addressing of buildings	1	1
Condition of premises.	1	1
Depositing garbage prohibited	14	14
Detrimental Objects	6	6
Exterior Structures	1	1
Exterior Walls	1	1
Fire safety	1	1
Habitual Offender - Nonrental dwelling units	1	1
Height of Grass	3	3
Interior Structures	1	1
Notice deemed effective for remainder of year.	3	3
Permit for construction required	1	1
Rental/Business License	3	3
Roofs	1	1
Scrap Tire Management - General	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Outdoor Burning)	1	1
Windows and doors to be weathertight.	4	4
Totals	47	47



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	10/01/2018	10/31/2018

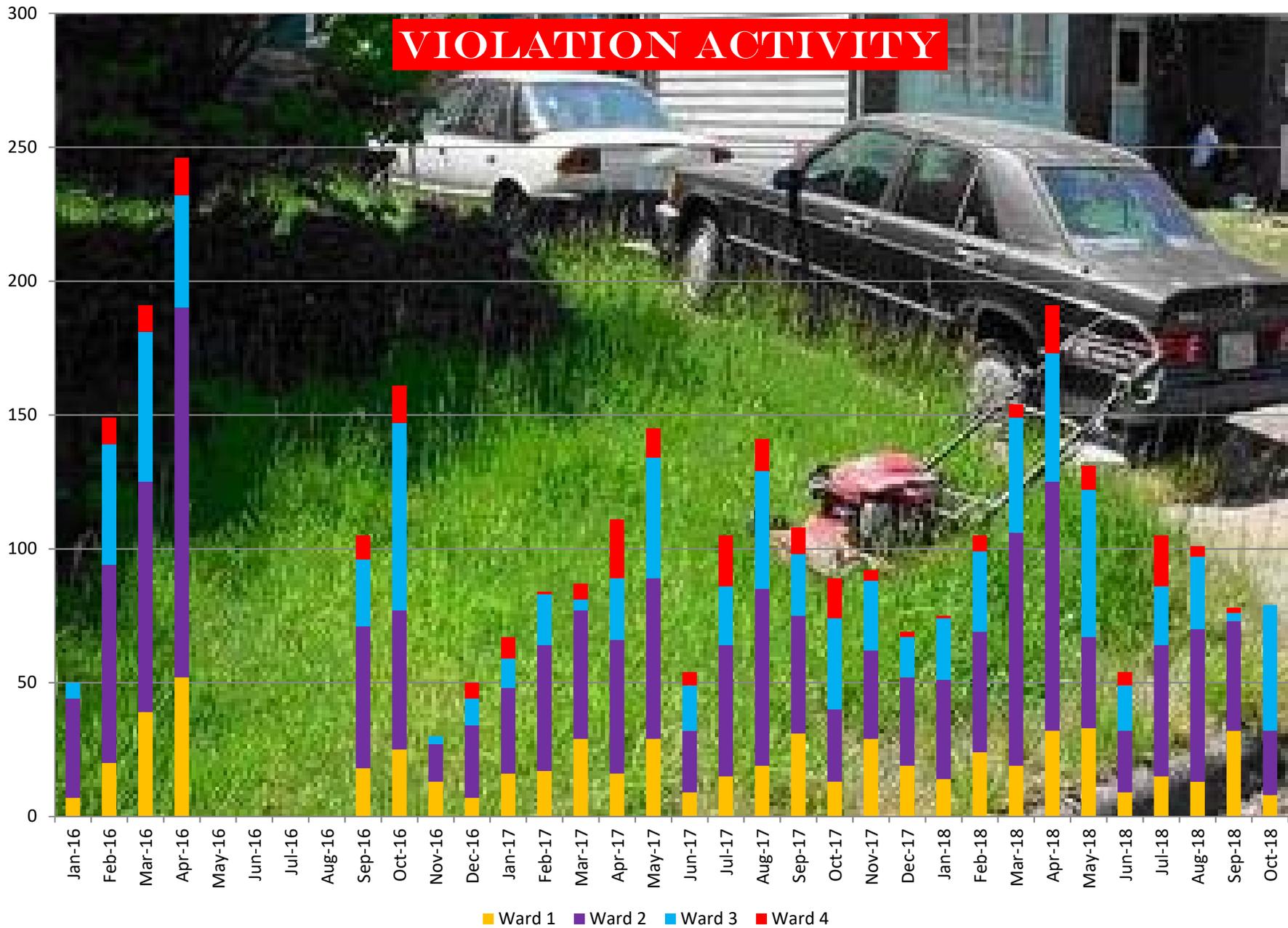
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		0
Closed Cases	1	1
Open Cases at start of period	1	1
Open Cases at end of period		0

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Totals		0

VIOLATION ACTIVITY



WWTF Lagoon Depths

